



PURCHASE ORDER

PO Number: 303-2-0284

Requisition Number: 303-2-00537

Order Date: 10/21/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Other
Central Services Building
1711 San Jacinto Blvd.
Attn: Kyle Moreland
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

1741976051100
WorkQuest
1011 EAST 53 1/2 STREET
Austin, TX 78751
Robert Olivo
Phone: 512-6940756, Fax:
robertolivo@workquesttx.com

2022 Agency Calendar Order.

WorkQuest Contract: 615-A1
TXSmartBuy PO: 22017341

TFC Contact:
Kyle Moreland
512-463-8551

Description

§ 2155.441. PREFERENCE FOR PRODUCTS OF PERSONS WITH MENTAL RETARDATION OR PHYSICAL DISABILITIES.

(a) The products of workshops, organizations, or corporations whose primary purpose is training and employing individuals having mental retardation or a physical disability shall be given preference if they meet state specifications regarding quantity, quality, delivery, life cycle costs, and price.

(b) The workshops, organizations, or corporations shall test the products to the extent necessary to ensure quality in accordance with Section 2155.069 and may enter into contracts with a private or public entity to assist with testing.

(c) The commission is not required to purchase products under this section that do not meet formal state specifications developed by the commission or meet commercial specifications approved by the commission.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Wall Calendar three month vertical display, 26" X 12.25"						
WorkQuest Contract: 615-A1 TXSmartBuy PO: 22017341						
NIGP Class: 615 NIGP Item: 19 Object Class: 300 Reimbursement Type: NonTFC	25	Each	\$10.98	11/1/2021	1/11/2022	\$274.50
Calendar, Desk Pad, 22 x 17						
NIGP Class: 615 NIGP Item: 19 Object Class: 300 Reimbursement Type: Not Reimbursable	110	Each	\$8.49	11/1/2021	1/11/2022	\$933.90
Calendar, Wall, January - December, 24 x 37, Laminated, 2 Side						
NIGP Class: 615 NIGP Item: 19 Object Class: 300 Reimbursement Type: Not Reimbursable	10	Each	\$17.50	11/1/2021	1/11/2022	\$175.00
Appointment Planner, Weekly, 8 7/8 X 11-1/4						
NIGP Class: 615 NIGP Item: 15 Object Class: 300 Reimbursement Type: Not Reimbursable	75	Each	\$16.88	11/1/2021	1/11/2022	\$1,266.00
Appointment Book, Daily, 6 X 8 1/4						
NIGP Class: 615 NIGP Item: 15 Object Class: 300 Reimbursement Type: Not Reimbursable	65	Each	\$14.08	11/1/2021	1/11/2022	\$915.20
Grand Total						\$3,564.60

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Legal
Program	Records Management
Phone	15124630209
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	' ' Exempt with Specific Legal Cite
Work Order Number	na

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)